MoE EMIS OPERATIONAL PLAN R4

Original Plan Endorsed July 2020
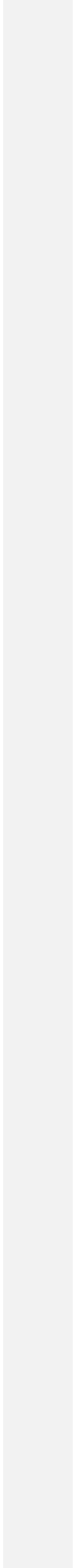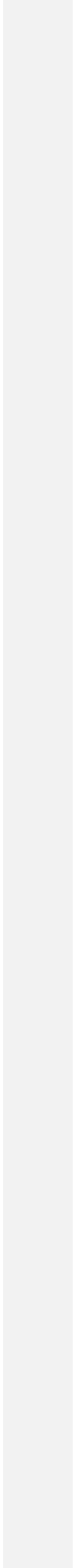
Revised Plan Under Discussion June 2021

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	ROLES AND RESPONSIBILITIES	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY

Expected Result 1 - Improved OpenEMIS System Soundness

Output 1.1: Improved OpenEMIS system, security and data architecture

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Status	Start Date	End Date	Adjusted PRIORITY
1.1.1	QRC	EMIS Feature Enhancement	Data and information management	Upgrade all OpenEMIS components to their latest version (2b-1)	Ongoing	Sep-20	Sep-21	Critical
1.1.2	QRC	Capacity Development	Data and information management	On-the-job capacity building and technical assistance on management of OpenEMIS software upgrade process (2b-2)	Ongoing	Sep-20	Feb-23	Critical
1.1.3a	QRC	EMIS Feature Enhancement	Data and information management	Improvement of the EMIS system architecture to address security issues highlighted by MoDEE regular security testings (2b-3)	Ongoing	Oct-21	Aug-22	Critical
1.1.3b	QRC	EMIS Feature Enhancement	Data and information management	Perform regular security testing on OpenEMIS core production environment and address security issues highlighted in the testing	Not started	Sep-21	Nov-22	High
1.1.4a	QRC	Capacity Development	Data and information management	Training on OpenEMIS APIs (2b-4)	Not started	Oct-21	Nov-21	High
1.1.4b	QRC	Capacity Development	Data and information management	Implement one landing homepage (JoLearn) to host all MoE Systems (OpenEMIS, Darsak, NoorSpace)	Ongoing	Jun-21	Sep-21	High
1.1.5	MODEE	EMIS Feature Enhancement	Data and information management	Improvement of CSPD integration with OpenEMIS (2b-5)	Not started	Feb-22	May-22	Medium
1.1.6	QRC	Capacity Development	Data and information management	Training on Oracle Linux system administration, including on VmWare Manager and Monitoring and MySQL backup tools for QRC System administration team (2b-8)	Not started	Feb-22	Mar-22	Medium
1.1.7	QRC	EMIS Feature Enhancement	Data and information management	Migration of OpenEMIS on a sustainable and robust hosting solution (1b-2)	Ongoing	Sep-20	Jan-22	High
1.1.8	QRC	EMIS Feature Enhancement	Data and information management	Integration of student marks from MoE LMS Platform into OpenEMIS	Ongoing	Mar-21	Sep-21	High
1.1.9	QRC	EMIS Feature Enhancement	Data and information management	Full integration of MoE LMS Platform into OpenEMIS	Not started	Jul-21	Nov-21	High

Output 1.2: Improved EMIS System Coverage

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Status	Start Date	End Date	Adjusted PRIORITY
1.2.1	QRC	Capacity Development	Data and information management	Strengthening of Capacities for management of software development processes targeting QRC System Development Team (2c-2)	Ongoing	Sep-20	Feb-23	Medium
1.2.2	QRC	EMIS Feature Enhancement	Data and information management	Provision of software development services to improve OpenEMIS data capture and workflow features as per MoE's requirements (see below sub-tasks for details) (2c-1)	Ongoing	Sep-20	Feb-23	High

SUB-TASKS OF 1.2.2

No.	Sub-task	Comments	Status	Start Date	End Date	Priority
1	Implement a workflow for approving the marks	When a teacher fills all his/her subject marks at end of semester. Teacher should send to homeroom teacher, then to school principal, then to field directorate. Marks should be locked.	Under Development with OE Lab	Sep-21	Feb-22	Medium
2	Develop an import feature for importing the student marks on the assessments from Excel	The mark data entry template should be downloadable as and Excel file to be filled offline, and then imported back. MoE should be able to activate/disactivate it in the security module	Awaiting MoE	Apr-21	Sep-21	High
3	Develop an optional "catch-up" exam session	In the Jordanian education system, the student will not be considered as "fail" in exam unless he failed in four subjects, so if the student has failed in three subjects or less there will be a catch-up exam. QRC wants an enhancement in OpenEMIS Core to enter those optional catch-up exams marks if the student failed in 3 subjects or less.		Sep-21	Mar-22	Medium
4	Develop a pass/fail option linked to the student promotion module	QRC wants to develop an enhancement on the Final Result feature for students after filling all marks. The final result will be a dropdown list and its options will be (Pass, Fail). This result should be displayed in the Student Assessment Report. If the students result is Fail then the student could not be promoted to the next grade. QRC wants to have a condition where promotion can only happen if marks are passed. This could be achieved with a "passed/failed" dropdown on exam result. Only passed could be promoted.		Sep-21	Feb-22	Medium
5	Prevent Homeroom teacher role from editing and modifying subject marks entered by subject teachers	Currently, the homeroom teacher can edit all marks of his/her student, even when he/she is removed from the role authorized to edit subject marks. He/she should be only authorised to edit the marks of the subjects he is teaching.	Awaiting MoE	Feb-21	Sep-21	High
6	Enhancement of the Core survey module: survey geographical coverage feature	Provide an enhancement to the survey module enabling to build and administer Administrative area specific questionnaires. Ex: If a field directorate creates a survey, survey should be sent only to schools/teachers/students within their area. Not just to specific Administrative area but also to Specific schools		Sep-21	Oct-21	High
7	Enhancement of the Core survey module: survey staff coverage feature	Provide an enhancement to the survey module enabling to build and administer a Staff survey that is targeting specific user roles and positions. Ex: if a field directorate creates a survey for school principals, the survey should be sent only to school principals. Ideally, when a survey is designed for teachers, it would be great if the survey can be targeted to a specific set of subject teachers (ex: survey for math teachers)		Sep-21	Sep-22	Medium
8	Enhancement of the Core survey module: survey school coverage feature	The institution surveys should be only sent to "active" institutions	Resolved/Endorsed		May-21	
9	Enhancement of the Core survey report module: Slider question type	Adding a new question type "Slider" to the list of questions offered in a survey		Sep-22	Nov-22	Low
10	Enhancement of the Core survey module: Survey for Professional Development Trainees	Add a new type of surveys targeting PD trainees. Users should have the ability to send to survey to trainees of a specific set of training sessions. Since trainees may not be part of an institution, it is suggested that the STAFF and STUDENT Survey forms to fill are displayed under the user PROFILE		Sep-22	Nov-22	Low

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION (M28/M29/M30)	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	ROLES AND RESPONSIBILITIES	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY	Timeline (months with X)
11				Improve readability of the student status in the current year	Promotion/repetition of students is logically stored in the previous year's records of a student (PROMOTED/REPEATED), while all students are registered as ENROLLED in current year. It is requested to ease identification of the student status by displaying on screen the following info: ENROLLED (AS REPEATER) or ENROLLED	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Feb-21		Feb (M6)
12				Improve management of student nationalities	• In Field Options > Nationalities add a check box to make an Identity Type mandatory for a given nationality, so the user can't enter any other identity type except the one that was chosen in the field options. • In Student>> General>> Identity, we should not be able to change the default identity type that is setup based on the nationality in the system configuration. • On the student overview page, we should show the default identity (has done currently), but also list other identities that were captured. • After adding a non-Jordanian student , if the user wants to change the nationality to Jordanian, he should get the info from the external data source, otherwise, change should not be accepted. • Whenever a nationality is changed, the corresponding ID-number requirements should be requested and checked. • Avoid duplicate identity numbers	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Feb-21		Feb (M6)
13				Enhancement of the OpenEMIS mapping features	• Provide a feature on the Institution Overview page to open the institution location in Google Maps website • Provide a field option to decide if latitude/longitude are mandatory fields or not • Provide a field option to set min and max values for latitude and longitude • Provide a field option to set and force the length of latitude and longitude values (number of decimals) • Provide a security feature enabling to select roles authorises to enter/modify school coordinates. In Jordan school coordinates should not be editable by schools, while other fields on the institution profile should remain editable.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Feb-21		Feb (M6)
14				Improvement of the "Undo" operations linked to the basic student workflow procedures	• All the Undo operations (Repeated, Promoted, Transferred, and Withdrawn) should be located in one place, even though if there are a workflow for it (current undo operations on different pages (transfer records notably). MOE wants one page with all operations accessible) • Undo operations should trigger cascade updates on records: example of a BUG: a student is enrolled, then withdrawn. Then you enroll the student again by "adding it" to the school. Till now the logic is ok. However, if you UNDO the withdraw record THEN you END UP with duplicate enrollment record.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Apr-21	Sep-21	High	Apr–Sep (M8–M13)
15				Add an option to modifying the student grade and specialty.	Add an option to modify the student grade and specialty: create a BYPASS function/feature allow admins to easily make changes of student grades. The bypass function should automatically ensure coherence of existing records linked to the change (promotion/repetition/transfer)	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Mar-21	Sep-21	High	Mar–Sep (M7–M13)
16				Record validation when adding guardians	Adding any type of user should optionally requires a check from an external data source first (especially the Guardians). This enhancement should be implemented on both Institutions and Directory pages: • This should be a configuration option. • The check on external source should also apply to the Directory (at least their should be feature to enable/disable this option)	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Under Development with OE Lab	Sep-20	Sep-21	High	Sep20–Sep21 (M1–M13)
17				CSPD Integration (Nationality and Names)	• When adding a user from external data source (currently CSPD) not all the external user records are Jordanian in the external source data, so the Nationality should be retrieved as well from external database (TO BE SOLVED BY USE OF MoDE CSPD API?) • When adding a student from external data source it should also import the Mother name and the Mother Nationality if exist.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Under Development with OE Lab	Sep-20	Sep-21	High	Sep20–Sep21 (M1–M13)
18				Data Archiving feature in OpenEMIS Core	• Develop a feature to enable archiving of previous year's data to reduce the OpenEMIS Core database size (especially the Assessments (marks) tables) • MongoDB could eventually be used as a separate document oriented DB containing archived data for schools, students and staff. Archived data should still be accessible in the OE UI, but read only (at least summary info about previous year records)	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Dec-20	Sep-21	High	Dec20–Sep21 (M4–M13)
19				Enable Guardians to access their pupil's records	The guardians should be able to check their children's information and assessments, bearing in mind that the guardian might be also a staff. While the feature is there, when guardian is added, his corresponding role is not updated, thus they don't have access to their student info (BUG?)	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jan-21		Jan (M5)
20				Enhancement of drop-out/withdraw functions	Provide a better way to identify the Drop Out students based on the absence days. • WITHDRAW>DROPOUT reason should be linked to number of absences days. When the student is absent for more x days, the student record should automatically change to WITHDRAW>DROPOUT • Have a report showing all withdrawn students by status/reason	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Apr-21	Sep-21	High	Apr–Sep (M8–M13)
21				Enhancement of student transfer function	While the current transfer function allows Sending Institution to do a bulk transfer of students, the Receiving school(s) need to process student pending admission one by one. A feature should be developed to bulk accept pending admissions	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Apr-21	Sep-21	High	Apr–Sep (M8–M13)
22				List page improvements - academic year filter	Add an academic year filter on the pages: Institutions > Attendance > Students > Absence tab Institutions > Attendance > Staff > Absence tab Institutions > Students > Academic > Absences Institutions > Staff > Career > Absences Institutions > Staff > Career > Classes Institutions > Staff > Career > Subjects	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Jul-22	Medium	Sep21–Jul22 (M13–M23)
23				Student transfer from one field of study to the other	In the secondary education level, QRC needs a way to easily transfer the students between streams (fields of studies), for example to transfer student from the 11th scientific grade to 11th literary grade.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Mar-21	Sep-21	High	Mar–Sep (M7–M13)
24				Infrastructure module - delete function	Enable ability to delete any of the infrastructures: in case on mistake of data entry, we should be able to DELETE the record instead of entering a close date	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Jun-22	Medium	Sep21–Jun22 (M13–M22)
25				Infrastructure module - BUG	Because of custom fields created on old version of the DB, the view/edit pages on infrastructures creates an error message	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jan-21		Jan (M5)
26				Student Special Needs module	• The difficulty should be related to the Special Need Type, every special need type has a different difficulty (what about special educational needs, other kind of barriers?) • Add a field (dropdown list) for Auxiliary devices • Add a field (dropdown list) for Supporting Institution, and if the user chooses the option "Other", a text field (Mention it) should be activated • Add a field (dropdown list) for Treatment Services.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Dec-21	Medium	Sep–Dec (M13–M16)
27				Student Special Needs module	Develop custom reports for the special needs module, listing same info as for the Student and Staff reports but for only listing Special Needs students and staff.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Jan-22	Medium	Sep21–Jan22 (M13–M17)
28				Student learning outcomes rubrics	Enhance the Rubric module as agreed on wireframes dated 31st August 2016	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2			Oct-22	Low	(to Oct-22)
29				Integration of the Non-Formal subsector into Core	Propose a solution to register Non-formal education providers, learners and trainers	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Under Development with OE Lab	Aug-21	Oct-21		Aug–Oct (M12–M14)
30				Education System setup	• In the Administration > Education Structure > Grade Subjects, link the Grade Subjects to an academic year so that list of subjects for each grade can be updated every year based on revision of the curriculum. • Or, add option to subjects: visible/not visible for current year. If not visible, the subject should not appear on any screen in current year	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Feb-21		Feb (M6)
31				Improvement of School Shift functions	Provide a feature enabling transfer of a shift (any shift, including first) and its data into a new single shift school	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Under Development with OE Lab	Jul-21	Sep-21	High	Jul–Sep (M11–M13)
32				Improvement of the school closing process	When closing an institution the system should: • Set all the infrastructure to (End of use) - clear • Transfer all the staff or end the assignment of the staff - clear • Transfer all the students or drop them out – clear • Close all the surveys automatically. • The system will view all the Workbench requests • If the school is a double shift school, then the remaining school shift type should set to "Single Shift Owner" • The school closure process could be ideally handled by a dedicated module where admin needs to perform all required steps one after the other	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Feb-21		Feb (M6)
33				Improvement student overview page	The identity no. and type should be reflected on the student/teacher Overview page regardless of what it is defined on the Field Options > Nationalities	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jan-21		Jan (M5)
34				Enable non-academic institutions to record infrastructures	Infrastructure records being linked to shift information, it's not currently possible for non-academic institutions to record their infrastructure (no access to the shift module). One way to solve this, is by creating a default shift automatically in non-academic institutions (and maybe in all institutions at creation time).	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Dec-21	Medium	Sep–Dec (M13–M16)
35				Improvement of the Calendar feature	Provide a way to attach some calendar events to users in schools offering specific grades.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Sep-22	Low	Sep21–Sep22 (M13–M25)
36				Enhancement of the usability of Admin>>Security>>Users	QRC wants Admin>>User page to behave like the Directory, where no record is displayed before you search/filter for something. This is because the Admin>>Security>> User is currently unusable due to the high number of records retrieved	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Nov-22	Low	Sep21–Nov22 (M13–M27)
37				Enhancement of the Notices module	In Administration > System Setup > Notices, provide features to improve Notices: • Rich text, pictures and attachments (as in Wordpress or equivalent CMS) • Ability to reorder the notes. • Sending notices to specific roles	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Jun-22	Medium	Sep21–Jun22 (M13–M22)
38				Enhancement of Translations	Ensure that all UI text/messages that are still in English can be translated in Administration > Localization > Translation. • Sending notices to specific roles	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Under Development with OE Lab	May-21	Sep-21	High	May–Sep (M9–M13)
39				Fix a CSS issue in Assessment data entry page	Assessment data entry form in Arabic on Chrome have some issues with CSS, where column titles are displayed right to left while rows are displayed left to right (and scrolling is opposite)	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jan-21		Jan (M5)
40				Enhancement of the readability of the Institution>>Positions page	On the list of positions, display the name of the staff who is attached to each position, if any.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		May-21		May (M9)
41				Alert on Absenteeism	Provide a Trigger feature creating an alert for School Principal and Homeroom Teacher when a student is absent for more than X days. The alert should be displayed in the Workbench, as well as sent by email	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Dec-21	Medium	Sep–Dec (M13–M16)
42				Improvement of the Workflow module	Currently, when sending workflow event to the next step, the user needs to select in a list of assignees that is not easy to filter, notably when higher level admin are part of the workflow. The list should first display the users that are in the first edu/admin level above/below current user's level. The list should also display the role name of each assignee	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Jul-21	Sep-21	High	Jul–Sep (M11–M13)
43				Improvement of the Workbench functions	Provide a way to search/filter Workbench records	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jul-21		Jul (M11)
44				Improvement of the Institution>Students>Withdraw page	Enable the search/filter option on Institution>Students>Withdrawn (not currently working)	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jan-21		Jan (M5)
45				Improvement of the Institution > Attendance > Staff > Absences page	Provide the ability to record a future date, for example if we need to enter a maternity leave before the leave starts. Currently, we can only record maternity leaves after the leave has ended, which is not right. Maternity leaves should be entered before the leave starts.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Nov-21	High	Sep–Nov (M13–M15)
46				Develop the API features requested by Ministry of Digital Economy	Enhance OpenEMIS APIs to provide features required under activity 1.8	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Dec-20		Dec (M4)
47				Daily recording of Meal distribution to students	Add a feature enabling daily recording of meals given to students at the time of daily student absence recording	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Feb-21	Sep-21	High	Feb–Sep (M6–M13)
48				Add an export button on the Student > Academic > Assessments page	Provide an "export to Excel" feature on this page	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Jan-22	Medium	Sep21–Jan22 (M13–M17)
49				Enhancement of the Core survey report module	The survey report module should provide a feature enabling to only generate report for active schools	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Resolved/Endorsed		Jan-21		Jan (M5)
50				Infrastructure module - Export	Add an export option for the Infrastructure > Overview, which will export all the levels in the infrastructure.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Jul-21			Jul–Sep (M11–M13)
51				Improvement of the Professional Development Training Module interface	• In Administration >> Training>> sessions/results (not courses) filter records based on the security_user group • Provide staff the ability to see their training records, as well as the ability to request a training/course directly from their profile page in Profile > Staff > Training. Fore the later, the training/course page should allow the user to either (1) enter a non-existing course (2) also enter an accredited courses if some are defined in the system • Create a feature to enable import of Training results in Administration > Training > Results In Administration > Training > Results & Administration > Training > Sessions pages, add a filter for records by FOs and training dates. • On Administration > Training > Courses > Add page, add a new field "Course category" (Central, Non-Central), the course category should be also visible in corresponding reports On Administration > Training > Results page, add a field "Attendance Days", and also add this field to the corresponding reports. • In Administration > Training > Results page put the different results on the same table or page, without relying on a dropdown list. • On the result page (Administration > Training > Results) add a field "Certificate Number", and add it to the corresponding report.	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Under Development with OE Lab	Jun-21	Oct-21	High	Jun–Oct (M10–M14)

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52				Enable Changes in the Education Structure across school years	• In Administration => Education Structure, each education structures to academic periods and enable copy of an education structure (including subjects) from one school year to the other. This is to avoid displaying subject in a school year that are no more teacher	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2	Awaiting MoE	Feb-21	Sep-21	High
53				Limit the maximum number of teaching hours for staff based on the max teaching hours defined in grade-subject	The maximum number of teaching hours for a staff should not exceed the official number of required hours assigned to the subject(s) thought by the teacher	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Aug-22	Low
54				Update Administrative Boundaries to add Village and Neighborhood levels	List of Villages and neighborhoods are required by the Building and Infrastructure Division	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Dec-21	Medium
55				Enabling students to emit wishes for next school year education programme and school	When more than one programme is offered after completion of an education programme, provide an option enabling students to emit a wish on the programme they would like to go to after promotion. Link this feature with reports on wishes and workflows for approval/rejection. Automating the tenth-grade student distribution plan for secondary vocational education branches and coordinating annually with the Vocational Education Department in determining the capacity for vocational education workshops for all vocational disciplines to determine the increment size of vocational workshops NEW MODULE FOR STUDENT EXPRESSION OF INTEREST FOR PROMOTION	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Mar-22	Medium
56				Customization of the Workflow Engine for HR management requirements	Enable addition of custom fields to each workflow step	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	See Activity 1.2.2		Sep-21	Feb-22	
57				Improvement of OpenEMIS Staff Mobile Application	enhancement to the Staff Mobile App to better align with OpenEMIS Staff module	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2		Sep-21	Aug-22	Low
58				Improvement of OpenEMIS Survey Mobile Application	enhancement to the Staff Mobile App to better align with OpenEMIS Survey module	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2		Sep-21	Aug-22	Low
59				Improvement of OpenEMIS Classroom Mobile Application	enhancement to the Staff Mobile App to better align with OpenEMIS Classroom module	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2		Sep-21	Aug-22	Low
60				Improvement of Custom Fields to link to providers	Improvement of Custom Fields to link to one or all providers	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2	Same as Activity 1.2.2		Oct-22	Dec-22	Low
1.2.3	QRC	Capacity Development	Data and information management	Development or update of OpenEMIS training materials to reflect software enhancements done under activity 1.2.2 (2c-3)	This activity will ensure that all changes/improvements made to OpenEMIS software are documented in the online OpenEMIS Knowledge Base in Arabic. A hard copy snapshot of the knowledge base will be also provided to MOE	MOE should reflect the online knowledge base into localized training materials for target users, with the support provided by UNESCO in assuring the production of clear and High quality OpenEMIS training materials. This activity will entail strengthened capacity of the QRC quality assurance team in validation and auditing of the OpenEMIS training content.	QRC EMIS Quality Assurance team members identified	• UNESCO/CSF develops generic training material for each feature implemented under activity 1.2.2 and to upload them on the global OpenEMIS Knowledge Base (https://support.openemis.org/core/en/home-en/) • QRC translates materials in Arabic and update if necessary to embed them into Jordanian EMIS training materials with the support provided by UNESCO on the quality assurance aspect of the training materials.	• % of features documented in the OpenEMIS knowledge base • % of features documented in MOE Arabic training materials • No. of user manuals prepared and updated (user manual and per MoE administrative level) × 3 • No. of trainer manuals prepared and updated (trainer manual per each MoE	Not started	Sep-21	Jan-23	Medium
1.2.4	QRC	Capacity Development	Data and information management	Provision of local technical support on use of OpenEMIS features (2c-4)	Two Arabic speaking EMIS experts will be hired by UNESCO/CSF and deployed full-time on-site in QRC and Planning. They will be providing daily assistance and capacity building services to MOE for all aspects related to use and management of OpenEMIS and help building synergies between QRC and other departments of the MOE, such as the Planning and Research Dept.	The deployment of two local OpenEMIS experts on-site will assist MOE stakeholders in the implementation of all activities listed in the operational plan. This team will notably ease communications between all the programme stakeholders	NA	• UNESCO/CSF develops terms of reference for the two local experts • UNESCO/CSF hires and deploy two local experts • MOE provides an office space for the two experts in QRC and Planning Department	• Number of person/day local support provided within the programme period	Ongoing	Jan-21	Feb-23	High
1.2.5	QRC	Capacity Development	Data and information management	Provision of help Desk and technical support (30 Months) (2c-5)	This activity will provide 2 years access to the global OpenEMIS help desk and maintenance service. The Help Desk and Maintenance service provides 24 hour / 7-day remote technical Help Desk for troubleshooting and assistance. This activity also includes the regular provision of software updates and patches to ensure the OpenEMIS architecture used in Jordan is up to date with the latest fixes and features released by the global OpenEMIS Initiative	This service will enable QRC to get timely technical assistance and advice from global OpenEMIS Lab experts during the entire duration of the SSP programme.	Activity 1.2.1	• UNESCO/CSF opens an OpenEMIS Service Desk environment for MOE • MOE/QRC identifies focal point for interaction with Service Desk • MOE/QRC submits Service Desk requests as per guidelines provided under activity 1.2.1 • UNESCO/CSF processes the requests and provides the necessary support (except for requests for new features in OpenEMIS)	• Number of Service Desk requests submitted during the programme • % of Service Desk tickets resolved	Ongoing	Sep-20	Feb-23	Critical
1.2.6	Directorate of Policy and Strategic Planning	EMIS Feature Enhancement	Data and information management	Configuration & software development of the existing OpenEMIS modules to capture new data requirements of the Strategic Policies and Planning Directorate. (2c-1)	This activity aims at analysing the options to configure or develop OpenEMIS Core modules in order to enable the Directorate of Policy and Strategic Planning to collect relevant data through OpenEMIS.	This activity and related sub-activities will enable the Directorate of Policy and Strategic Planning to get more benefits from OpenEMIS datasets, in relation to their data needs.	Activity 1.2.1	• MOE/QRC identifies focal point for identifying data requirements from target Directorate • MOE/QRC proposes solutions to capture the data requirements in OpenEMIS Core using existing features (Surveys, custom fields, field options), and when feasible and within the scope of EMIS • UNESCO/CSF advises MOE/QRC on recommended approach for data capture • MOE/QRC implements the changes in OpenEMIS Core and report	• Report on OpenEMIS Core customizations made for the target Directorate	Ongoing	Apr-21	Apr-22	High
1.2.6.1	Directorate of Policy and Strategic Planning	EMIS Feature Enhancement	Data and information management	Configuration of existing OpenEMIS modules to capture new data requirements of the Strategic Policies and Planning Directorate	This activity aims at further tuning the configuration of existing OpenEMIS Core modules in order to enable the Directorate of Policy and Strategic Planning to collect relevant data through OpenEMIS. Analysis of Sub-Activities was performed under activity 1.2.6	QRC will lead in configuration of OE modules with technical backstopping and support from UNESCO/CSF	Activity 1.1.1	• Directorate of Policy and Strategic Planning to provide specifications and to review and endorse • MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required	• Report on OpenEMIS Core configurations made for the target Directorate	Ongoing	Jul-21	Nov-21	Medium

SUB-TASKS OF 1.2.6.1

No.					Comments	Capacity Development Approach	Prerequisite	Roles and Responsibilities	Measure of Achievement				
1				EMIS Gender Section - Data of gifted students and of King Abdullah Schools of Excellence / Special need module + KBSE on general overview. as a custom field	adding a custom field to identify All King Abdullah Schools of Excellence and they can find all data related to them through filtering by their instructor's name	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	completed	Jul-21	Jul-21	Medium
2				Educational Statistics Division - Number of teachers, by gender and years of service	QRC to discuss further with HR	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium
3				Educational Statistics Division - Data of teachers of the international system	QRC will add New education system	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium
4				Educational Statistics Division - Numbers of special education schools	QRC added a custom field on the institution overview page to identify those schools	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium
5				Educational Statistics Division - Numbers of literacy centers with the numbers of individuals enrolled	QRC will add New Literacy centers	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium
6				Educational Statistics Division - Data regarding schools teaching the international system	QRC will add it as a new programme	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium
7				School Map Department - Teachers and detective form requested by the Pakistani expert for use through the wedgis system	Department staff asked for login ID, QRC team will configure an account on OpenEMIS for all school Map department staff	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium
8				Policy and Strategic Planning - Identify schools that suffer from student overcrowding and indicate the size of overcrowding	According to previous report QRC can identify overcrowded schools	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Nov-21	Medium

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	ROLES AND RESPONSIBILITIES	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY
1.2.6.2	Directorate of Policy and Strategic Planning	EMIS Feature Enhancement	Data and information management	Software Development to enhance existing OpenEMIS modules to capture new data requirements of the Strategic Policies and Planning Directorate	This activity aims at further development of existing OpenEMIS Core modules in order to enable the Directorate of Policy and Strategic Planning to collect relevant data through OpenEMIS. Analysis of Sub-Activities was performed under activity 1.2.6	This activity puts into practice the Software Development SOPs. The EMIS software development process will be led by MoE QRC to progressively increase EMIS software development management capacity of the MoE.	Requirement Specifications to be provided by the Directorate of Policy and Strategic Planning	refer to Roles and Responsibilities defined in Software Development SOPs	percentage of requests implemented and deployed as per agreed software development scenario	Not started	Aug-21	Apr-22	High

SUB-TASKS OF 1.2.6.2

No.					Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement				
1				EMIS Gender Section - Leadership and supervisory centers data on human resources, by gender	CSF will add a new category to staff positions so that we can generate a report regarding leadership and supervisory positions.	Software Development				Not started	Sep-21	Dec-21	High
2				EMIS Gender Section - Number of participants in extra-curricular activities such as fingerprint and fitness	Development of a new report	Software Development SOP				Not started	Sep-21	Jan-22	Medium
3				Educational Statistics Division - Number of school principals by gender	the report already exist in the system (custom report No. 19), needs enhancement	Software Development SOP				Not started	Sep-21	Dec-21	Medium
4				Educational Statistics Division - Number of teachers in special education schools	Development of a new report	Software Development SOP				Not started	Sep-21	Oct-21	High
5				Educational Statistics Division - Number of students in the international system, by gender and grade	Development of a new report	Software Development SOP				Not started	Sep-21	Dec-21	Medium
6				Educational Statistics Division - The numbers of joined sections in schools (multi-grade classes)	the report already exist in the system (custom report No. 19), needs enhancement (covered under activity 1.3.4 sub activity	Software Development SOP				Not started	Sep-21	Dec-21	Medium
7				Educational Statistics Division - Numbers of schools that use the Smart board	Development of a new report	Software Development SOP				Not started	Sep-21	May-22	Medium
8				Educational Statistics Division - Numbers of connected schools on the internet	Development of a new report	Software Development SOP				Not started	Sep-21	Jan-22	Medium
9				ADD A MEAN TO MORE EASILY IDENTIFY THE VOC SCHOOLS and build a report by education programme (active/inactive)	improve the institution advanced search capability					Not started	Sep-21	Feb-22	Medium
10				Policy and Strategic Planning - Determine the numbers of students who transfer from private schools to public schools and distribute them to all districts to indicate the number of those transferred and the size of pressure on public school facilities to determine the regional requirements of school buildings and additional classrooms	Software Development SOP					Not started	Sep-21	Oct-21	
11				Educational Statistics Division - Data of all female schools	CSF will do it as configuration on database	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Aug-21	Oct-21	Medium
12				EMIS Gender Section - Ratios of scholarships by gender	QRC will add a custom field or will configure the Scholarship feature on the System CSF will develop a new report just for staff	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Jan-22	Medium
13				EMIS Gender Section - Data on violence.	Development of a new report	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Jan-22	Medium
14				Formations Department - Number of teachers by rank	Development of a new report	refer to Activity 1.2.6.1	Specifications and information linked to configuration to be requested from Directorate of Policy and Strategic Planning	refer to Activity 1.2.6.1	official endorsement from Directorate of Policy and Strategic Planning	Not started	Sep-21	Jan-22	Medium
1.2.7	Property Directorate	EMIS Feature Enhancement	Data and information management	Configuration & software development of the existing OpenEMIS modules to capture new data requirements of the Property Directorate (2c-1)	This activity aims at analyse the options to configure or develop OpenEMIS Core modules. in order to enable the property directorate to collect relevant data through OpenEMIS.	This activity will enable the Property Directorate to get more benefits from OpenEMIS datasets, in relation to their data needs.	Activity 1.2.1	• MOE/QRC identifies focal point for identifying data requirements from target Directorate • MOE/QRC proposes solutions to capture the data requirements in OpenEMIS Core using existing features (Surveys, custom fields, field options), and when feasible and within the scope of EMIS • UNESCO/CSF advises MOE/QRC on recommended approach for data capture • MOE/QRC implements the changes in OpenEMIS Core and report back the target Directorate	• Report on OpenEMIS Core customizations made for the target Directorate	Ongoing	Apr-21	Jan-22	High
1.2.7.1	Property Directorate	EMIS Feature Enhancement	Data and information management	Configuration	This activity aims at further tuning the configuration of existing OpenEMIS Core modules in order to enable the property directorate to collect relevant data through OpenEMIS. Refer to the final agreed table of requirements analysis as output of activity 1.2.7.						Sep-21	Nov-21	

SUB-TASKS OF 1.2.7.1

No.					Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement				
1				Create a account for Acquisition Department for easy for access to information	QRC team will configure an account on OpenEMIS for all Acquisition department staff			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	High
1.2.7.2	Property Directorate	EMIS Feature Enhancement	Data and information management	Software development	This activity aims at further enhance the existing OpenEMIS Core modules in order to enable the property directorate to collect relevant data through OpenEMIS. Refer to the final agreed table of requirements analysis as output of activity 1.2.6.	This activity puts into practice the existing OpenEMIS Core modules. The EMIS software development process will be led by MoE QRC to progressively increase EMIS software development management capacity of the MoE.		refer to Roles and Responsibilities defined in Software Development SOPs	percentage of requests implemented and deployed as per agreed software development scenario		Sep-21	Jan-22	

SUB-TASKS OF 1.2.7.2

No.					Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement				
2				Rental and Investment Department - Link the national numbers of schools to the system of rented properties to come up with real statistics for the numbers of rented properties and annexes	Development of a new report	Software Development SOP					Sep-21	Sep-22	Medium
1.2.8	Educational Research and Development Directorate	EMIS Feature Enhancement	Data and information management	Configuration & software development of the existing OpenEMIS modules to capture new data requirements of the Educational Research and Development Directorate (2c-1)	This activity aims at further tuning the configuration of existing OpenEMIS Core modules in order to enable the Educational Research and Development Directorate to collect relevant data through OpenEMIS.	This activity will enable the Educational Research and Development Directorate to get more benefits from OpenEMIS datasets, in relation to their data needs.	Activity 1.2.1	• MOE/QRC identifies focal point for identifying data requirements from target Directorate • MOE/QRC proposes solutions to capture the data requirements in OpenEMIS Core using existing features (Surveys, custom fields, field options), and when feasible and within the scope of EMIS • UNESCO/CSF advises MOE/QRC on recommended approach for data capture • MOE/QRC implements the changes in OpenEMIS Core and report back the target Directorate	• Report on OpenEMIS Core customizations made for the target Directorate	Ongoing	Apr-21	Nov-21	High
1.2.8.1	Educational Research and Development Directorate	EMIS Feature Enhancement	Data and information management	Configuration	This activity aims at further tuning the configuration of existing OpenEMIS Core modules in order to enable the Educational Research and Development Directorate to collect relevant data through OpenEMIS. Refer to the final agreed table of requirements analysis as output of activity 1.2.6.						Sep-21	Nov-21	

SUB-TASKS OF 1.2.8.1

No.					Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement				
1				Educational Research Department - Grant the educational research department the authority to view all data on the OpenEMIS system as this this data is required for conducting studies	QRC team will configure an account on Open EMIS for all research department staff			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	High
2				Educational Research Department - Ability to prepare and distribute research tools and monitor responses through the OpenEMIS system	QRC will configure Survey		sub-activity 1.2.2.6 sub-activity 1.2.2.7	• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	High
3				Monitoring and Evaluation Department - First, all major and sub-indicators of the strategic plan are downloaded to the system and the system provides the ability for continuous update	QRC will use the OpenEMIS DataManager to download and update the indicators from strategic plan			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	High
4				Monitoring and Evaluation Department - Second, indicators for the national strategy for human resources development should be downloaded and made available for updating	QRC will use the OpenEMIS DataManager to download and update the indicators national strategy			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	Medium
5				Monitoring and Evaluation Department - Third, the system provides the ability to download and update achievements on a monthly basis	Planning Department will use the OpenEMIS Monitoring to download and update achievements			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	High
6				Monitoring and Evaluation Department - Fourth, there should be ease of access in dealing with the system so update or extract of information could be done at all times without the need for official approval	QRC team will configure an accounts on Open EMIS for all M&E department staff			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	High
7				Monitoring and Evaluation Department - Adding government work priorities and enabling the addition of achievements for each priority	Planning Department will use the OpenEMIS Monitoring to update adding government work priorities			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required			Sep-21	Nov-21	Medium
1.2.9	Human Resources Directorate	EMIS Feature Enhancement	Data and information management	Configuration & software development of the existing OpenEMIS modules to capture new data requirements of the Human Resources Department (2c-1)	This activity aims at further tuning the configuration of existing OpenEMIS Core modules in order to enable the Human Resources Directorate to collect relevant data through OpenEMIS.	This activity will enable the Human Resources Directorate to get more benefits from OpenEMIS datasets, in relation to their data needs.	Activity 1.2.1	• MOE/QRC identifies focal point for identifying data requirements from target Directorate • MOE/QRC proposes solutions to capture the data requirements in OpenEMIS Core using existing features (Surveys, custom fields, field options), and when feasible and within the scope of EMIS • UNESCO/CSF advises MOE/QRC on recommended approach for data capture • MOE/QRC implements the changes in OpenEMIS Core and report back the target Directorate	• Report on OpenEMIS Core customizations made for the target Directorate	Ongoing	Apr-21	Jul-21	High
1.2.9.1	Human Resources Directorate	EMIS Feature Enhancement	Data and information management	Configuration	This activity aims at further tuning the configuration of existing OpenEMIS Core modules in order to enable the Human Resources Department to collect relevant data through OpenEMIS. Refer to the final agreed table of requirements analysis as output of activity 1.2.6.						Jul-21	Jul-21	

SUB-TASKS OF 1.2.9.1

No.					Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement				
1				Employment and Staff Department - Heads of Department should have accounts on the system	QRC team will configure an accounts on Open EMIS for all Employment and staff department staff			• MoE/QRC to configure the requirements • UNESCO/CSF to provide technical backstopping as required		completed	Jul-21	Jul-21	
1.2.9.2	Human Resources Directorate	EMIS Feature Enhancement	Data and information management	Software development	This activity aims at further enhance the existing OpenEMIS Core modules in order to enable the Human Resources Department to collect relevant data through OpenEMIS. Refer to the final agreed table of requirements analysis as output of activity 1.2.6.	This activity puts into practice the Software Development SOPs. The EMIS software development process will be led by MoE QRC to progressively increase EMIS software development management capacity of the MoE.		refer to Roles and Responsibilities defined in Software Development SOPs	percentage of requests implemented and deployed as per agreed software development scenario		Sep-21	Jul-22	

SUB-TASKS OF 1.2.9.2

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	ROLES AND RESPONSIBILITIES	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY	Q3 2020			Q4 2020			Q1 2021			Q2 2021			Q3 2021			Q4 2021			Q1 2022			Q2 2022			Q3 2022			Q4 2022			Q1 2023
														Sep M1	Oct M2	Nov M3	Dec M4	Jan M5	Feb M6	Mar M7	Apr M8	May M9	Jun M10	Jul M11	Aug M12	Sep M13	Oct M14	Nov M15	Dec M16	Jan M17	Feb M18	Mar M19	Apr M20	May M21	Jun M22	Jul M23	Aug M24	Sep M25	Oct M26	Nov M27	Dec M28	Jan M29	Feb M30

No.	Activity/Task	Description	Capacity Dev Approach	Prerequisite	Start	End	Priority
1	Development of a new report	Employment and Staff Department - The system should calculate the technical status of each School in FDs based on the forms filled by the directorate on the technical status of schools. The amendment is made to the technical status of each school after each transfer of employees, appointments through civil service bureau or overtime appointment (overtime appointment does not affect the technical status as vacancy is maintained); or dismissal from work	Software Development SOP	Sub-activity 1.3.4.8	Sep-21	Mar-22	High
2	Develop a new workflow to assign staff to positions	Employment and Staff Department - Recruitment of new employees: The Ministry downloads the excel file from CSB, OR RETRIVE FROM CSB DB API DIRECTLY with the names of new employees with - National number - Full Name - The Directorate - Specialization and qualification - Place of residence - Comments "Employment and Staff Department - The Staff Department of the Directorate determines the employment positions for new employees whose names have been uploaded by the Ministry => Staff Department allocates new employee records to each FD => FDs eventually create positions and trigger workflow for staff assignment to position."	Software Development SOP		Sep-21	Sep-22	Low
3	Add a "Reason" field to the end of assignment workflow	Employment and Staff Department - Addition of a new option upon completing the appointment on the system, specifying the cause of termination of appointment (transfer, retirement, ...) End of assignment: add a field for reason	Software Development SOP		Sep-21	Oct-21	High
4	Develop a workflow to allow staff to request transfer	Employment and Staff Department - Addition of new features for employees requests Request for external transfer: A staff transfer Workflow initiated by the staff who want to be transferred and going directly to central MOE. After approval by central MOE, FD assigns to a school - From the employee's account - Employee identifies two directorates (with the possibility of changing to other directorates) - Process flow chart (employee => Ministry) with the possibility of making amendments in the future If approved, it should affect the technical status	Software Development SOP		Sep-21	Aug-22	Low
5	Develop a workflow to allow staff to request transfer	Employment and Staff Department - Request for internal transfer A staff transfer Workflow initiated by the staff, and staying within FD From the employee's account Employee identifies desired school to transfer to (with the possibility of changing to other schools) Process flow chart (employee => Directorate) with the possibility of making amendments in the future If approved, it should affect the technical status	Software Development SOP		Sep-21	Aug-22	High
6	Develop a workflow to allow staff to request to change position title	Employment and Staff Department - Request for amendment of job title - Reason for requesting the amendment (new educational qualification, health status, others) Process flow chart (employee => Directorate => Ministry) Under approval for the amendments of job title, The Directorate's computer screen contains two options: Agree, without replacement Agree, provided that a replacement is available (disagree) WORKFLOW ON STAFF RECORD UPDATES, INITIATED BY STAFF	Software Development SOP		Sep-21	Sep-22	Low
7	Develop a workflow to allow staff to request to change position title (only for assistant principal or principal)	Employment and Staff Department - Request to change the job title to assistant principal or principal Submit the application from employee's account Process flow chart (employee => Directorate => Ministry) The directorate screen contains options for adding marks according to the specified categories, and the average score is calculated. Successful applications are submitted to the Ministry.	Software Development SOP		Sep-21	Sep-22	Low
8	Development of a new report report to be built on sub-activities 6 and 7	Employment and Staff Department - WORKFLOW STEP REPORTS	Software Development SOP	Sub-activity 1.2.9.2.6 Sub-activity 1.2.9.2.7	Sep-21	Oct-22	Low
9	Update the Staff Appraisal feature to link the staff appraisals forms to the 13 positions. A PDF document needs to be attached to the staff performance appraisal form such that it can be downloaded, filled and uploaded back to the staff performance appraisal form. The form will then be submitted to the workflow. Add a field to OpenEMIS Core Staff Positions called "Reports To" to establish a reporting relationship between positions so we can calculate the "line manager" for the workflow.	Staff Performance Review and Analysis Department - Addition of 13 performance forms to the system to be filled out (through surveys or customization of the staff performance module) Staff Performance Review and Analysis Department - Each employee is evaluated by their line manager Staff Performance Review and Analysis Department - Records are distributed electronically, by designated staff responsible for distributing forms in the directorate or the ministry's center	Software Development SOP		Sep-21	Oct-22	Low
10	Develop of a new Report linked to Sub-activity 1.2.9.2.3	Information Department - Dismissal from work Termination Redundancy Other	Software Development SOP		Sep-21	Nov-21	High
11	Feature already exists in OpenEMIS Core. Add the option for staff to submit their own leave request from the Personal module.	Vacations Department - Requesting leave without pay Required information in the form: - National number - Ministerial Number - Full name - Phone number - Workplace - Leave period (from - to) - Cause of leave - Job title	Software Development SOP		Sep-21	Jul-22	Low
12	Link the Staff Leave request to the school.	Vacations Department - In the event that the leave is extended (knowing that the employee has been dismissed and his affiliation with the directorate is terminated) there should remain a link between the employee and the directorate	Software Development SOP		Sep-21	Jul-22	Low
13	Development of a new report.	Vacations Department - Reports required - Report requires the leave according to case (open, pending, approval or under study, disapproved) - Report of those whose leave is nearing completion	Software Development SOP	Sub-activity 1.2.9.2.11	Sep-21	Aug-22	Low
14	Feature already exists in OpenEMIS Core. Add the option for staff to request to end their assignment from the Personal module.	End of Service Department - Request for retirement at the request of the employee (early retirement / retirement) Required information: National ID number Ministerial Number Full name Phone number Workplace Job title (job position) Social status Number of children The name of spouse Current degree Date it became effective Process flow chart (Workflow) Employee => Directorate => End of Service Section => Payroll Department and Directorate	Software Development SOP		Sep-21	Jul-22	Medium
15	Develop a new workflow in OpenEMIS Core to change employment status to "Resigned".	End of Service Department - Resignation: The information required is the same as the retirement information Process flow chart (Workflow) Employee => Directorate => Scholarships Department => Payroll Department => Directorate => End of Service Department => Payroll Department	Software Development SOP		Sep-21	Jul-22	Medium
16	Develop a new workflow in OpenEMIS Core to change employment status to "Suspended". A system configuration item may also be required to automatically trigger this workflow based on staff days absent.	End of Service Department - Notice of suspension from work (in case of suspension from work for more than 10 days) The information required is the same as the retirement information Process flow chart (Workflow) Directorate => End of Service Department => Payroll Department=> End of Service Department => Directorate	Software Development SOP		Sep-21	Aug-22	Low
17	Add workflow function to the existing staff qualifications feature. Add the option for staff to submit their qualification via the Personal module.	Bonus and Raises department - Request to add a qualification: Attach a certified educational qualification and certificate equivalency in the event of graduation from abroad or from the Arab Open University (compulsory) Attach the letter of approval to completion of studies Required information: - National ID number - Ministerial Number - Full name - Phone number - Workplace - Job title (job position) - Category - New qualification (Dropdown list) with the specialization code from the Information Department - Funding body (Dropdown list) - Major specialization (Dropdown list) with the specialization code from the information department - Subspecialty - Drop Dropdown list with country code from information department - University name (Dropdown list) with the university code from the information department - Qualification date - Evaluation or grade Process flow chart (Workflow) Employee => Directorate => Promotion Department - Report of the employees whose new qualifications are accepted by the end of the year for the bonuses and promotions section and the payroll department	Software Development SOP		Sep-21	Oct-22	Low

Output 1.3: Improved EMIS Reporting and Dashboard Building Capacities

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	ROLES AND RESPONSIBILITIES	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY
1.3.1	QRC	Capacity Development	Monitoring and reporting	Training on OpenEMIS Data Architecture (2d-1)	This training is dedicated to the analysis of the database schemas used by OpenEMIS applications. It is especially designed for QRC database administrators who want to acquire a deep understanding of the data structures used by OpenEMIS to record EMIS information.	This training will explain to the QRC/EMIS System Administration team how information is stored and structured into the OpenEMIS Core database. Deep knowledge of the database structure is critical for QRC to develop reports by themselves.	Trainees should have a good understanding of relational database and Structured Query Language (SQL)	• QRC nominates relevant trainees • UNESCO/CSF delivers the training	• Number of staff trained • % of trainees who successfully passed skill evaluation at the end of the training	Not started	Nov-21	Dec-21	Medium
1.3.2	QRC	Capacity Development	Monitoring and reporting	Training on OpenEMIS Custom Report Design (2d-2)	This course is designed for QRC IT experts who want to acquire the necessary skills to develop and embed new custom reports into the OpenEMIS Core report module. The training includes practical sessions using SQL and JSON query language to build complex Excel based custom reports in OpenEMIS Core	This training will guide the QRC/EMIS System Administration team on how to develop and embed new custom reports into OpenEMIS database and Structured Query Language (SQL) without the need for external assistance.	Trainees should have a good understanding of relational database and Structured Query Language (SQL)	• QRC nominates relevant trainees • UNESCO/CSF will deliver the training	• Number of staff trained • % of trainees who successfully passed skill evaluation at the end of the training	Not started	Jan-22	Mar-22	Medium
1.3.3	QRC	Capacity Development	Monitoring and reporting	Training on OpenEMIS Report Card Design (2d-3)	This course is designed for QRC IT experts who want to acquire the necessary skills to develop and embed new Excel based school report cards into the OpenEMIS Core.	This training will guide the QRC IT team on how to develop and embed new report cards into OpenEMIS without the need for external assistance.	Trainees should have a good understanding of relational database and Structured Query Language (SQL)	• QRC nominates relevant trainees • UNESCO/CSF delivers the training	• Number of staff trained • % of trainees who successfully passed skill evaluation at the end of the training	Not started	Jan-22	Mar-22	Medium
1.3.4	QRC	EMIS Feature Enhancement	Monitoring and reporting	**Provision of software development services and technical support to develop the additional reports, dashboards and KPIs in OpenEMIS, in line with the needs of MoE staff at all levels (2d-4)**	MoE is requesting additional custom reports, indicators and dashboards to be embedded into OpenEMIS Core. Tasks to be completed as described in the Feature Request Sheet and as prioritized in this operational work plan once endorsed by the MoE.	This activity encompasses activities 1.3.1 and 1.3.2 and 1.3.3 by assisting QRC team in development of custom reports inside OpenEMIS Core. This software development activity, coupled with initial training and on-the-job technical assistance will consolidate skills of the QRC team as well as ensure that all urgent reports are designed and made available in OpenEMIS Core as per MoE's requirements.	Activities 1.3.1, 1.3.2 & 1.3.3	• QRC collects and consolidates MoE reporting requirements • UNESCO/CSF provides software development services to develop the required reports, indicators and dashboards. • UNESCO/CSF provides technical guidance and backstopping to the QRC team for development of the reports • UNESCO/CSF team and finalizes the reports when required for quality assurance	• Number of new custom reports embedded into OpenEMIS Core • Number of new KPIs automated into OpenEMIS • Number of new custom dashboards built in OpenEMIS • Number of reports generated by the dynamic reporting tool • School report card is automated into OpenEMIS • % of SDDP KPIs successfully automated into OpenEMIS • % of new custom reports developed by QRC • % of new custom dashboards developed by QRC • % of new KPIs automated by QRC	Ongoing	Jan-21	Mar-22	High

No.	SUB-TASKS	Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement	Status	Start Date	End Date	Adjusted PRIORITY
1	**Build a student assessment report that shows all the missing marks entries for all the schools and within any assessment period**	The report should show which schools are filling the marks or not. Report should be available to each FD Exam Dept. for follow-up with schools. Report should also be available for each school. A progress overview should be also available central MOE. Find a way to have real-time monitoring of the mark data entry process, given that the DB table is huge and current reports take days to generate. Having a dashboard and detailed report attached to it would help. Current report stopped working (Takes too long)	See Activity 1.3.4	• Content of the progress report (column headings) to be provided by QRC • See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Aug-21	Sep-21	Medium
2	**Build reports for the infrastructure module - Report**	All infrastructure reports should have additional columns (reports 20, 4, 46, 47 and 50): • The institution status (Active & Inactive) • The institution shift • The infrastructure status (In use & End of Usage)	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Awaiting MoE	Jan-21	Sep-21	High
3	**Enhancement of existing report available in OpenEMIS Core**	Add new fields to reports no. 25, 26 and 27 (list to be provided by QRC) Create a new report for list of Needs	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jan-21	Sep-21	High
4	**Optimization of existing OpenEMIS report queries to reduce processing load**	Some reports are currently disabled or not working in the system as they are generating too much processing load on servers. This activity proposes to analyze existing queries and to optimise them when feasible	See Activity 1.3.4	See Activity 1.3.4 Activity 1.1.1 Activity 1.1.7	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jun-21	Oct-21	High

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MOE FUNCTION	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	ROLES AND RESPONSIBILITIES	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY	Timeline (X-marked months)
5				Add new custom reports into OpenEMIS	• Number of non-Jordanian students • Number of refugee students • Number of Christians students • Number of students who are studying French language • Others to be provided by QRC (up to 50 in 2 batches) • First batch to be finished by Sep 2021. • second Batch to be finished by Dec 2021	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Apr-21	Dec-21	High	M9–M17
6				Improvement of the student record export function in school	When exporting students from school, the exported form should include all the student's information, same as the paper forms filled by schools (The ISO forms), also the same for the Employees and their certifications. • QRC to provide template. • QRC needs to be trained on How to edit those report templates by themselves. • Could be also done as a custom report, provided it shows only the student records attached to the role.	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jul-21	Sep-21	High	M14–M15
7				Embed OpenEMIS+ reports into OpenEMIS	Add all the OpenEMIS+ reports into OpenEMIS Core, to be easily accessible by schools	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Awaiting MoE	Aug-21	Oct-21	High	M15–M17
8				Develop School Formation Cards into OpenEMIS	Add a reporting feature to export the "School Formation Card" report. Template to be provided by Planning Dept.	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Aug-21	Jan-22	High	M15–M20
9				Develop school 10th grade students classification	Add the School 10th Grade classification report to the custom reports		See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Not started	Sep-21	Mar-22	High	M16–M22
10				Automation of a revised WebGIS input file and API for user authentication	Develop a script enabling EMIS to automatically generate the CSV file required by the WebGIS application. The script execution frequency could be tuned according to the needs. In addition an API will be developed to enable the WebGIS solution to securely login users by consuming OpenEMIS Core user information such as username and password	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Resolved/Endorsed	Jan-21	Oct-21	High	M5–M17
11				Enhance OE core APIs to achieve full integration between OE and WebGIS	This activity will ensure the availbility of the below APIs in OE Core: 1- API-based Integration of OpenEMIS users and their roles (User ID, User Name, User Type, User admin level (MoE, FD or school), School ID, FD ID, User Position and security role) 2- API for schools data (490 column from the current CSV File) 3- API for teachers data (columns from the current CSV File)	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4		Nov-21	Jan-22	High	M18–M20
12				Revision/implementation of ESP M&E framework - KPIs at national level	Up to 20 KPIs	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jun-21	Sep-21	High	M12–M15
13				Revision/implementation of ESP M&E framework - KPIs for FD	Up to 20 KPIs	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jun-21	Sep-21	High	M12–M15
14				Revision/implementation of ESP M&E framework - KPIs for Schools	Up to 20 KPIs	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jun-21	Sep-21	High	M12–M15
15				Automation of SDDP in EMIS	With support from UNESCO, MOE will identify and implement the most appropriate options to automate the SDDP self-review and planning tools, data flow channels and feedback loops to monitor the SDDP at the school, FD and central levels through the development of work flows, indicators, customized dashboards, visualizations and/or reports on OpenEMIS. SDDP automation will be piloted and tested in a sample of schools and FDs and adjusted accordingly					Under Development with OE Lab	Jun-21	Oct-21	High	M12–M16
16				Development of School Report Cards	up to 20 indicators & visualizations	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Jan-21	Dec-21	High	M5–M17
17				Improvement of the Professional Development Reports	[Detailed description of multiple report modifications for Trainings, Sessions, Results, Qualification Specializations, Training needs, Training statistics, New Employee training card, etc.]						Sep-21	Jan-22	Medium	M16–M20
18				School Formation Card Report	• Create a custom report containing all fields required for the School Formulation Card used by the Planning and Research, HR and Finance Department. When data is collected by OpenEMIS, data values will be populated in the report related to Sub-activity 8	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4		Sep-21	Jan-22	High	M16–M20
19				Enhance OpenEMIS Core APIs to align with the required data fields in the school formation card	OpenEMIS Core API will be further enhanced to enable the WebGIS solution to obtain the requested HR data from within the school formation card.	Software Development SoPs	UNESCO WebGIS Expert to provide the template for the required data fields that need to be mapped from the school formation card into WebGIS via the IFA	See Activity 1.3.4	See Activity 1.3.4		Jan-22	Mar-22	High	M20–M22
20				Reports for Directorate of Policy and Strategic Planning (Gender Section, School Formation Department, Educational Statistics Department, School Mapping Department, Department of Policy and Strategic Planning), Property Directorate and Educational Research and Development Directorate	[Detailed list of reports: Students by disability type, gender and grade; Staff by rank; Ratios of enrollment in vocational education; Ratios of scholarships by gender; Number of male and female trainees; School infrastructure report; etc.]	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4		Sep-21	Jan-22		M16–M20
21				Reports for Directorate of Human Resources (Employment and Staff Department, Staff Performance Review and Analysis Department, Information Department, Vacations Department, End of Service Department, Bonus and Ranks Department	[Detailed list: Report on Technical Status of the Schools; Reports on workflow status; Report on staff records: Job title, date of commencement, Work Center (School, Department), Major and Sub Specialization, Reason for commencement; report on staff dismissal/termination; Report on staff leave; Report on cumulative absences within a time period]	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4		Sep-21	Jan-22		M16–M20
22				Development of additional custom reports as requested by QRC	QRC should provide the report templates (up to 10 reports)	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Apr-21	Sep-21	High	M9–M15
23				Development of additional custom reports requested by the Planning and Research department	Planning and Research Department should provide the report templates (up to 10 reports)	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Apr-21	Sep-21	High	M9–M15
24				Development of additional custom reports requested by the Building and Construction Department	Building and Construction Department should provide the report templates (up to 10 reports)	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Apr-21	Sep-21	High	M9–M15
25				Development of additional reports, indicators and dashboards required by the Professional Development Department	up to 10 reports, as per list given by MOE	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	See Activity 1.3.4	Under Development with OE Lab	Apr-21	Sep-21	High	M9–M15
26				development of accumulative ABSENCE REPORTS for students and staff on the field directorate and school levels. Development of absence dashboard on the central, field directorate and school levels.	Development of a new report and dashboard	This activity puts into practice the Software Development SOPs. The EMIS software development process will be led by MoE QRC to progressively increase EMIS software development management capacity of the MoE.	QRC to define requirements of reports and dashboards	refer to Roles and Responsibilities defined in Software Development SOPs	percentage of requests implemented and deployed as per agreed software development scenario		Sep-21	Nov-21	High	M16–M18
27				development of ACCUMULATIVE REPORT ON student MARKS per grade and subject on the school, field directorate and central levels	Development of a new report	This activity puts into practice the Software Development SOPs. The EMIS software development process will be led by MoE QRC to progressively increase EMIS software development management capacity of the MoE.	QRC to define requirements of reports	refer to Roles and Responsibilities defined in Software Development SOPs	percentage of requests implemented and deployed as per agreed software development scenario		Sep-21	Dec-21	High	M16–M19
1.3.5	QRC	EMIS Feature Enhancement	Monitoring and reporting	Provision of software development services to enable MoE to embed custom OpenEMIS Dashboards inside OpenEMIS Core (2d-5)	Develop a feature enabling MOE to develop a dashboard in OpenEMIS Dashboard that contains a filter (list of schools or list of areas). The MOE should have the ability to embed the dashboard in OpenEMIS Core in the Institution Directory page or the single Institution page. Information in the dashboard would then be filtered based on area/institution visited.	This activity proposes that UNESCO/CSF builds the capacity of the QRC relevant team in embedding the dashboards created by them directly within the OpenEMIS Core application. By doing so, stakeholders will have direct and easy access to relevant data visualizations to carry their functions. Eventually, it will ease access to decision-making and monitoring tools for schools and Field Directories.	NA	• UNESCO/CSF proposes an implementation scenario for the requirement • QRC approves the proposed scenario for requirement • UNESCO/CSF implements the requirement as per agreed scenario • EMIS Technical Committee confirms that feature was implemented as per agreed scenario	Feature(s) of the signed off scenario available in PROD	Not started	Jan-22	Dec-22	Low	M20–M30
1.3.6	QRC + Planning	EMIS Feature Enhancement	Monitoring and reporting	Development of a dynamic/realtime reporting module (2d-6)	Develop a set of automatically generated anonymized flat data tables that can be queried in real time by MOE stakeholders. An open source software solution for real time data query will be deployed to address this request.	This activity will foster daily use of available data at all levels, by enabling stakeholders to perform real-time exploratory data analysis on thematic areas relevant for their functions. A training is proposed under Activity 2.2.4	Real time reporting tools on large datasets available in OpenEMIS will require UNESCO Financial and technical support to enable MOE to invest in additional hardware to host the query software. Another option is to rely on cloud services.	• UNESCO/CSF proposes an approach for the requirement • MoE EMIS Technical Committee approves the retained approach • Mol procures and setup required hardware • UNESCO/CSF provides open source tools with instructions for their installation on MoE hardware	Feature(s) of the signed off scenario available in PROD	Not started	Nov-21	Jun-22	High	M18–M24
1.3.7	QRC + Planning	Capacity Development	Monitoring and reporting	Training of trainers on dynamic/realtime reporting module (2d-7)	This activity will provide training on the new dynamic/realtime reporting module for a core MOE team. The core MOE team will be later tasked to train focal points in relevant MOE/FD departments	The retained capacity development approach is to empower a group of core trainers on use of the real time data analysis tool, who could later cascade trainings across MoE departments and at sub-national levels	NA	• MoE identifies a team of core trainers • UNESCO/CSF delivers the training • MoE develops a training plan for central MoE departments and relevant sub-national stakeholders • MoE implements the training plan	• Number of core MoE staff trained • % of core MoE trainees who successfully passed skill evaluation at the end of the training • Number of stakeholders trained by the core team at central and sub-national levels	Not started	Jun-22	Aug-22	Medium	M24–M26
1.3.8	QRC + Planning	Capacity Development	Monitoring and reporting	Training of trainers on OpenEMIS Survey data processing	This training will focus on the use of OpenEMIS Integrator and Excel to process data collected through OpenEMIS Surveys	The retained capacity development approach is to empower a group of core trainers on use of Integrator and Excel to process and analyse data collected through OpenEMIS Surveys	NA	• MoE identifies a team of core trainers • UNESCO/CSF delivers the training • MoE develops a training plan for central MoE departments and relevant sub-national stakeholders • MoE implements the training plan	• Number of core MoE staff trained • % of core MoE trainees who successfully passed skill evaluation at the end of the training • Number of stakeholders trained by the core team at central and sub-national levels	Not started	Jan-22	May-22	Medium	M20–M23
1.3.9	QRC + Planning	EMIS Feature Enhancement	Data and information management	Deployment of an enhanced EMIS web portal based on a Content Management System enabling dissemination of EMIS information to end-users	This activity will replace the current EMIS portal homepage with an up-to-date Content Management System (CMS) such as Drupal, Joomla or Wordpress to enable MOE to publish a collection of thematic webpages for EMIS data dissemination. Those pages will be made available to EMIS data consumers and offer an easy to access one-stop-shop to centralize, classify and organize statistical and research information related to the education system.	This activity will ease access to information by enabling EMIS data end-users to quickly access relevant links to information relevant for their work. This will be particularly relevant for the Planning and Research Unit to establish a portal centralizing all resources for their operations (links to ESP indicators, Studies and research documents, links to statistical reports for Field Directorates, etc...). The work under this activity will be carried out in a capacity building approach, implemented by UNESCO-CSF.	NA	• MoE identifies a team in charge of the elaboration of the CMS content • UNESCO/CSF supports MoE in identifying the best CMS solution • MoE deploys the CMS on EMIS servers with UNESCO's support • MoE collects end-user's requirements for CMS content • MoE creates and publishes CMS contents based on user's requirements	• A functional CMS platform accessible on emis.MoE.gov.jo • Number of CMS pages created by MoE • % of end-user's information requirements accessible through the CMS	Not started	Jan-22	Jan-23	High	M20–M30

No.	SUB-TASKS	Comments	Capacity Development Approach	Prerequisites	Roles and Responsibilities	Measure of Achievement	Status	Start Date	End Date	Adjusted PRIORITY	Timeline
1	Establishment of a dedicated online portal for the Planning and Research Unit	The Planning and Research Department is willing to consolidate all relevant statistics and research resources in an easily accessible and centralized place.	This activity proposes to develop a collection of thematic pages on the EMIS portal developed under activity 1.3.9 for central and FD planning and research departments. The portal will contain links or direct access to contents related to ESP indicators, Studies and research documents, links to EMIS reports for Field Directories	Activity 1.3.9	• MoE identifies a team in charge of the elaboration of the CMS content • MoE collects end-user's requirements for CMS content • MoE organizes and publishes contents structuring relevant resources • MoE creates and publishes CMS contents based on user's requirements • MoE shares and validate published content with its target audience	• Number of CMS pages created by MoE • % of end-user's information requirements accessible through the CMS		Jan-22	Feb-22	High	M20–M21

Expected Result 2 - Improved Data Utilisation for Data-Informed Decision-Making at All Levels

Output 2.1: Improved OpenEMIS Methodological Soundness, Data Integrity, Accuracy and Reliability

Output 2.2: MoE Staff Capacities are Strengthened to Undertake Analysis of Education Data for Decision Making using OpenEMIS

Improving MoE central level capacities for undertaking analysis of education data for decision-making

Improving FO level capacities for undertaking analysis of education data for decision-making

No.	REQUESTED BY	ACTIVITY TYPE	TARGET MoE FUNCTION	ACTIVITY/TASK	Description	CAPACITY DEVELOPMENT APPROACH	PREREQUISITE(S)	MEASURE OF ACHIEVEMENT	Status	Start Date	End Date	Adjusted PRIORITY	Timeline (X)
			2	Establishment of a dedicated online portal for training resources related to EMIS	EMIS end-users need to access relevant training resources on use of features provided by the EMIS	This activity proposes to develop a collection of thematic pages on the EMIS portal developed under activity 1.3.8 for all EMIS users. The portal will contain all training resources related to EMIS. Training materials already available in existing WIKI portal will be revised and new training resources published as per needs of end-users	Activity 1.3.9, Activity 1.2.3	Number of CMS pages created by MoE; % of end-user's information requirements accessible through the CMS		Jan-22	May-23	High	Apr 2022 – Q3 2022
			3	Establishment of a dedicated online portal for EMIS Operational Manual and Standard Operating Procedures	EMIS end-users need to have a clear idea of their role and responsibilities related to EMIS processes	This activity proposes to publish the operational manual and all Standard Operating Procedure (SOPs) related to EMIS tasks on the EMIS portal through building the capacity of the identified QRC team on managing and elaborating the OpenEMIS CMS portal.	Activity 1.3.9, Activity 2.2.6, Activity 2.2.7	Number of CMS pages created by MoE; % of end-user's information requirements accessible through the CMS		Jan-22	Dec-22	High	Q1 2022 – Q1 2023
1.3.10	QRC + Planning	EMIS Feature Enhancement	Research and evaluation	Import external datasets into the EMIS Data warehouse for relevant Ministry departments	This activity aims at collecting all non OpenEMIS data requirements from key MOE departments and to import them into the EMIS data warehouse when relevant. Prioritized datasets should be linked to the following functions: planning, research, M&E, donor coordination, finance, infrastructure and assets management, HR.	This activity will help MOE organize and classify all relevant statistics data for its operations into the centralized datawarehouse, enabling EMIS data end-users to quickly access relevant data.	Activity 1.1.1	Number of datasets migrated into the data warehouse for each MoE function; % of data requirements covered by MoE function	Not started	Dec-21	Feb-22	Medium	Q4 2021 – Q1 2022
1.3.11	QRC	EMIS Feature Enhancement	Monitoring and reporting	Configuration of Real-time dynamic user-defined dashboards and make available in OpenEMIS Core	This activity to develop and provide access to realtime dynamic user-defined dashboards within OE Core. This will be achieved through the introduction of a new approach to data analytics with new modules to supplement the existing business architecture. The dashboards and data analytics approach will be piloted before deployment in OpenEMIS Core. Suggested Implementation Plan includes: Needs assessment, Specification of data for user-defined dashboards, System configuration, System piloting, Refinement, Deployment and production, Capacity development on system administration and user training, and Support and maintenance. new approaches to data analytics to provide access to realtime dynamic user-defined dashboards within OE Core.	This activity complements activities 1.3.1 and 1.3.2 and 1.3.3 by assisting QRC team in development of dashboards inside OpenEMIS Core. This software development activity, coupled with initial training and on-the-job technical assistance will consolidate skills of the QRC team. This Capacity Development Approach follows the Software development SOP.	NA	Needs assessment report; Specifications document; Pilot Report; System deployed; Dashboards available key users; a new online KB	Not started	Dec-21	May-22	High	Q4 2021 – Q2 2022
2.1.1a	QRC	EMIS Feature Enhancement	Monitoring and reporting	Development of a data quality monitoring module (3a-1)	This activity proposes to develop a full featured data monitoring module inside OpenEMIS Core or as a module within the EMIS web portal, enabling MOE to closely monitor data coverage and data quality by institution/area/module/record type.	UNESCO/CSF proposes an approach for deployment of a data monitoring module within the EMIS; UNESCO/CSF provides open source tools with instructions for their installation on MoE hardware	NA	Data quality monitoring module available in EMIS	Not started	Nov-21	Jan-22	High	Q4 2021 – Q1 2022
2.1.1b	QRC	EMIS Feature Enhancement	Monitoring and reporting	Development of a data quality monitoring report	Development of a data quality report according to the selected implementation approach of the data quality monitoring module (2.1.1a)	QRC collects and consolidates MoE reporting requirements; UNESCO/CSF provides software development services to develop the required reports, indicators and dashboards; UNESCO/CSF provides technical guidance and backstopping to the QRC team for development of the reports; UNESCO/CSF verifies and finalizes the reports when required for quality assurance	Activity 2.1.1a; MoE to provide report requirements	Data quality monitoring report available in EMIS	Not started	Feb-22	May-22	High	Q1 2022 – Q2 2022
2.1.2	QRC	Capacity Development	Monitoring and reporting	Training on use of the data quality monitoring module for improved EMIS data accuracy and reliability (3a-2)	A core team of MOE focal points will be trained on use of the data quality monitoring module. This team could train FO level focal points on use of the module	See 2.1.1	NA	Number of core MoE staff trained; % of Core MoE trainees who successfully passed skill evaluation at the end of the training	Not started	May-22	Jul-22	High	Q2 2022
2.1.3	QRC	Capacity Development	Monitoring and reporting	Development of Data Auditing Forms (EMIS school statistical forms) inside OpenEMIS (3a-3)	Develop the EMIS school statistical forms to be generated automatically from the OpenEMIS. The automation of these forms facilitates the school data verification process performed by all administrative levels	NA	NA	Data audit forms available in EMIS	Ongoing	Sep-20	Oct-21	High	Q3 2020 – Q4 2021
2.1.4	QRC	Capacity Development	Monitoring and reporting	Training on OpenEMIS/WebGIS interfacing (3a-4)	This activity will enable QRC system administration team to maintain the interface between OpenEMIS and WebGIS tools, notably the updating of the tabular file used to interface the two systems	UNESCO/CSF will build the capacity of QRC system administrators to be able to fully manage the integration between OpenEMIS and the WebGIS tools without external assistance	NA	Interface file updated with latest statistics from EMIS	Ongoing	Sep-20	Oct-21	Critical	Q3 2020 – Q4 2021
2.1.5	QRC	Capacity Development	Monitoring and reporting	Training on maintenance of the mini-dashboard (https://data.emis.MoE.gov.jo/mini-dashboard/) (3a-5)	This activity will enable QRC system administration team to update and maintain independently the mini-dashboard components delivered under the first phase of the EMIS programme	UNESCO/CSF will build the capacity of QRC system administrators to be able to fully manage the mini-dashboard without external assistance	NA	Number of MoE staff trained; mini-dashboard updated with current year data	Completed	Sep-20	Feb-21	High	Q3 2020 – Q1 2021
2.1.6	QRC+Planning	Capacity Development	Data and information management	Establishment of a digital EMIS Help Desk for provision of technical assistance to FDs and Schools on EMIS use (3a-6)	This activity aims at reactivating a digitalized EMIS Help Desk in MOE/QRC to assist EMIS end-users when required	This activity will enable MoE to provide improved support to EMIS end-users and to systematically monitor support provided to EMIS field operations	NA	Availability of a digital help desk service for EMIS in MoE	Not started	Feb-22	May-22	Medium	Q1 2022 – Q2 2022
2.1.7	QRC	EMIS Feature Enhancement	Data and information management	Automate the data exchange between OpenEMIS with UNRWA EMIS	this activity will strengthen MoE capacity to perform data exchange exercises with other educational systems through utilizing OpenEMIS API feature. Steps to integrate UNRWA data into OpenEMIS: 1. Indentify what data is required from the UNRWA EMIS 2. Check and confirm that APIs exist in OpenEMIS to accept these data from the UNRWA EMIS 3. Share the details of the data required and the OpenEMIS Core APIs with UNRWA 4. UNRWA to update the EMIS to send data to OpenEMIS Core	Activity 1.1.1; Activity 1.1.4a; Indentify what data is required from the UNRWA EMIS; UNRWA to update the EMIS to send data to OpenEMIS Core	MoE's endorsement of successful data exchange between OpenEMIS and UNRWA EMIS	Not started	Dec-21	Feb-22	High	Q4 2021 – Q1 2022
2.1.8	QRC, DCU, Planning Department	EMIS Feature Enhancement	Data and information management	Enhancing OpenEMIS students module to align with UNHCR refugees data model	this activity aims at improving the quality of coverage, reliability of OpenEMIS refugee students data 1- MoE to provide full requirements in relation to the data fields to be added to OpenEMIS and associated validations, to achieve alignment with UNHCR data model. 2- UNESCO/CSF to develop the additional fields into OE through following the agreed Sw Dev SoPs.	Activity 1.1.1	percentage of requests implemented and deployed as per agreed software development scenario		Jan-22	Apr-22	Medium	Q1 2022 – Q2 2022
2.1.9	DCU	EMIS Feature Enhancement	Data and information management	Enhancement of OpenEMIS to TDSM Depolyment	this activity aims at enhancement of OpenEMIS to TDSM Model developed by Irex					Aug-21	Feb-22	High	Q3 2021 – Q1 2022
2.1.9.1		SUB-TASKS		Link the TDSM (Teacher/Demand Supply Model) with OpenEMIS Core data in a way similar to the Mini Dashboard	this activity aims at linking TDSM Module with OpenEMIS Core data in a way similar to the Mini Dashboard to show real-time data			MoE's endorsement of the successful data exchange between OpenEMIS and TDSM Model		Aug-21	Sep-21	Critical	Q4 2021
2.1.9.2				Integrate the TDSM (Teacher/Demand Supply Model) as an OpenEMIS feature	this activity aims at deploying TDSM Model as a feature in OpenEMIS Core to show real-time data		Irex handing over the Software Module; CSF requires a duration of 2 months to start the activity after Irex complete the software development	MoE's endorsement of the successful data exchange between OpenEMIS and TDSM Model		Nov-21	Feb-22	High	Q1 2022
2.2.1	QRC+ Planning	Capacity Development	Monitoring and reporting	Refresher Trainings for central MoE departments on use of OpenEMIS for informed decision making (3b-1)	This activity aims at raising awareness about data availability in OpenEMIS and to sensibilize every MOE department on his role(s) and responsibilities for recording and updating OpenEMIS datasets relevant to them. The trainings will notably focus on the use of all existing reporting features available in OpenEMIS to inform decision making at central level	UNESCO/CSF will build the capacity of the MoE staff to be fully aware of the existing data/reports available in EMIS and about their role in ensuring data quality.	2.2.11	Number of MoE staff trained by central MoE team	Not started	Nov-21	May-22	Critical	Q1 2022 – Q2 2022
2.2.2	Planning	Capacity Development	Planning and budgeting	Refresher Training for central MoE departments on use of OpenEMIS Monitoring for strategic planning as well as its capability to be used as a technical assistance tracking tool (3b-2)	This training will focus on the use of OpenEMIS to monitor and report on ESP implementation and any other plans or projects	UNESCO/CSF will provide refresher capacity building to the relevant MoE staff on utilizing the existing ESP/Project monitoring EMIS solutions available in EMIS. Another set of trainings to be planned/provided to MoE DCU relevant staff on using OpenEMIS monitoring tool as a technical assistance tracking tool.	NA	Number of MoE staff trained by central MoE team	Completed	Dec-20	Dec-20	Critical	Q4 2020
2.2.3	QRC	Capacity Development	Data and information management	Training of a MoE core team on OpenEMIS Mobile applications (OpenEMIS Survey, OpenEMIS Classroom, OpenEMIS Staffroom) (3b-3)	This training will focus on the use of existing OpenEMIS mobile applications: OpenEMIS Survey, OpenEMIS Classroom, OpenEMIS Staffroom	UNESCO/CSF will build the capacity of the MoE on the use of alternative mobile devices to access EMIS features, which will ease interactions of end-users with EMIS, improving data quality	NA	Number of MoE staff trained; Availability of a training plan on mobile apps	Completed	Apr-21	Jul-21	Low	Q2 2021
2.2.4	QRC+Planning	Capacity Development	Monitoring and reporting	Training and on-the-job technical assistance services to assist a MoE core team on updating existing data visualizations (ErfKE KPIs and dashboard, ESP Kpis and Dashboards) (3b-4)	This activity will allow MOE to update all existing EMIS data visualization tools with up-to-date statistics from the EMIS	This activity will entail refresher trainings provided to the MoE by UNESCO/CSF to update the existing EMIS data visualizations, which already provide detailed insights about education dynamics. However, those need to be updated to be relevant for end-users	NA	Number of MoE staff trained; % of existing data visualization showing lasted data available	Completed	Apr-21	Apr-21	High	Q2 2021
2.2.5	QRC+Planning	Data and information management		Update the existing yearly EMIS operational Manual (1e)	EMIS Operational Manual is a normative document which be a well-formulated reference for key stakeholders using/relying on EMIS, which describes in a structured and concise way the critical EMIS activities occurring throughout a given scholastic year. These activities relate to the preparatory phase and launch of the EMIS data collection campaign, data collection at the school level, monitoring of field operations and quality control procedures, data transformation and analysis of EMIS data and publication/release and dissemination of yearly statistical reports within and outside of the MoE. The manual should also describe MoE internal workflows (1) EMIS daily transactions occurring school/regional/central levels and (2) for management/enhancement of statistical nomenclatures and questionnaires/data collections forms used by the EMIS based on data consumer's requirements.	MoE will take lead in the update process of the EMIS Operational manual. UNESCO/CSF will provide the required support to make sure the EMIS Operational Manual is regularly updated to reflect changes made to the EMIS during the programme, and that it's properly linked to the developed EMIS policy.	NA	Availability of an up-to-date EMIS Operational Plan; % of EMIS users using the EMIS Operational Plan to conduct EMIS related activities	Not started	Jan-22	Sep-22	High	Q1 2022 – Q1 2023
2.2.6	QRC+Planning	Capacity Development	Data and information management	Development of EMIS standard operating procedures (3b-5)	This activity further operationalizes the EMIS operational manual by developing concise standard operating procedures on each key EMIS functionalities. Theses SOPs would be used to guide each actor involved in EMIS operations and measure conformity of operations with standards	EMIS SOPs will ensure EMIS tasks are rightly performed by EMIS stakeholders	NA	Availability of up-to-date SOPs; % of EMIS users using the SOPs to conduct EMIS related activities	Not started	Jan-22	Oct-22	High	Q1 2022 – Q1 2023
2.2.7	UNESCO	Capacity Development	Data and information management	Supporting the revision or development of Terms of Reference for EMIS users at central, regional and school levels (3b-6)	Responsibility chain from schools, FO, central MOE for reporting in OpenEMIS is not clear and often concentrated to very few actors.	This activity proposes to organize cascading workshops at school/FD/Governorate/central levels to identify and build consensus on optimal EMIS roles and responsibilities for each stakeholder. Outputs of this participatory activity should then be used by MOE to incorporate EMIS tasks into ToRs of each stakeholder. Cascading workshops would be also organized by MOE under the TOR revisions to sensibilise personnel on their new roles and responsibilities	NA	Number of MoE positions embedding clear EMIS ToRs at each level (central MoE/governorate/FD/School)	Ongoing	Apr-21	Dec-21	High	Q2 2021 – Q4 2021

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2.2.8	Planning	Capacity Development	Monitoring and reporting	Training for FDs on use of OpenEMIS for informed decision making (3c-1)	This training will focus on the use of all existing reporting features available in OpenEMIS to inform decision making at central level and update FD users on OE Core features relevant for FDs	MoE core trainers will provide trainings for the MoE FD staff on the use of the existing OpenEMIS reporting features. UNESCO/CSF stands by to provide necessary support when/if needed.	2.2.11	• MoE with the support of UNESCO/CSF prepare the training plans for this activity. • MoE identifies a core team responsible for the delivery of the activity. • Logistics and administrative costs are covered by the MoE. • MoE identifies the FD departments to be trained and EMIS priority topics linked to them • The MoE Trainers deliver the refresher training sessions to target FD Departments	• Number of FD Departments trained	Not started	Jul-22	Sep-22	High
2.2.9	Planning	Capacity Development	Planning and budgeting	Training for FDs on use of OpenEMIS Monitoring for strategic planning	This training will focus on the use of OpenEMIS to monitor and report on ESP implementation	MoE core trainers will provide trainings for the MoE FD staff on the use existing ESP/Project monitoring EMIS solutions available in EMIS and about their role in updating this information. UNESCO/CSF stands by to provide necessary support when/if needed.	2.2.11	• MOE identifies a team responsible for the delivery of the trainings • MOE identifies the FD Departments to be trained and priority topics linked to them • The MOE Trainers deliver the refresher training sessions with backstopping from UNESCO	• Number of FD Departments trained	Not started	Jul-22	Sep-22	High
Improving school level capacities for undertaking analysis of education data for decision-making													
2.2.10	Planning	Capacity Development	Data and information management	Conceptualization of school report cards relevant for schools (2d)	School report cards are generally a one-page summary document displaying education indicators using visual info graphics such as tables, graphs, maps and images. School Report Cards will provide information at a very decentralized level, on school inputs (e.g. number of students, teachers, textbooks, expenditures), processes (e.g. repetition and dropout rates, parental and community involvement, school climate), and outputs (e.g. promotion and graduation rates, test scores).	This activity proposes a set of participatory consultations with the MoI relevant staff to finalize the concept of the school report card and agree on its template. UNESCO/CSF will provide the technical assistance to develop the required feature on OpenEMIS Core school module.	NA	• MoE with UNESCO/CSF arrange consultations with the relevant MoE staff/departments to confirm on the initial concept and template of the school report card. • UNESCO/CSF develops the school report as per the endorsed final concept.	• School report card template approved by MoI	completed	Mar-21	Apr-21	High
2.2.11	Planning	Capacity Development	Monitoring and reporting	Preparation of a national training plan for use of EMIS at national level for decision-making (3d-1)	Preparation of a comprehensive training plan for schools on use of EMIS at school level to foster informed decision-making	NA	NA	• MoE identifies a team responsible for development of a training plan • MoE develops a training plan with technical advice from UNESCO	• Availability of a Training Plan	Not started	Jun-22	Jul-22	High
2.2.12	Planning	Capacity Development	Monitoring and reporting	Training for school trainers on use of OpenEMIS for informed decision making (3d-1)	This activity corresponds to the implementation of the training plan developed under 2.2.11 which will be implemented by the MoE relevant nominated teams with the technical guidance and backstopping provided by UNESCO/CSF	Capacity building on using OpenEMIS for informed decision making will be provided by the MoI relevant teams to the schools staff in a cascading manner.	2.2.11 major software development features at school level should be completed and endorsed	• MoE with the support of UNESCO/CSF prepare the training plans for this activity. • MoE is responsible for the delivery of the training plan activities including logistics. • Selected stakeholders deliver training plan activities • MoE with UNESCO/CSF monitor quality of the delivery • A consolidated report on outcomes of the training plan is produced by MoE	• Availability of a training report	Not started	Jul-22	Sep-22	High
2.2.13	Planning	Capacity Development	Monitoring and reporting	SDDP automation pilot	This activity will pilot the SDDP automation done under activity 1.3.4 in a sample of schools and FDs. Feedback from pilot participants will enable MOE to refine the SDDP automation procedures	Collection of end-user's feedback on SDDP automation will ensure that SDDP automation is feasible and scalable	Activity 1.3.4 (SDDP Automation)	• MoE with the support of UNESCO/CSF prepare the pilot plans for this activity. • MOE identifies stakeholders responsible for organization of the pilot activities • Selected stakeholders implement pilot activities • MoE with UNESCO/CSF monitor quality of the pilot delivery • A consolidated report on outcomes of the pilot is produced by MOE to inform tuning of the SDDP automation • UNESCO/CSF provide technical assistance to adjust SDDP automation based on pilot findings	• Availability of a pilot report	Not started	Oct-21	Jan-22	High

Timeline (Gantt) markers:

Quarter headers	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023

Months: Sep(M1), Oct(M2), Nov(M3), Dec(M4), Jan(M5), Feb(M6), Mar(M7), Apr(M8), May(M9), Jun(M10), Jul(M11), Aug(M12), Sep(M13), Oct(M14), Nov(M15), Dec(M16), Jan(M17), Feb(M18), Mar(M19), Apr(M20), May(M21), Jun(M22), Jul(M23), Aug(M24), Sep(M25), Oct(M26), Nov(M27), Dec(M28), Jan(M29), Feb(M30)

- 2.2.8: X at Jul-22 (M23), Aug-22 (M24), Sep-22 (M25)
- 2.2.9: X at Jul-22 (M23), Aug-22 (M24), Sep-22 (M25)
- 2.2.10: X at Mar-21 (M7), Apr-21 (M8)
- 2.2.11: X at Jun-22 (M22), Jul-22 (M23)
- 2.2.12: X at Jul-22 (M23), Aug-22 (M24), Sep-22 (M25)
- 2.2.13: X at Oct-21 (M14), Nov-21 (M15), Dec-21 (M16), Jan-22 (M17)

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												M28 M29			Sep M1	Oct M2	Nov M3	Dec M4	Jan M5	Feb M6	Mar M7	Apr M8	May M9	Jun M10	Jul M11	Aug M12	Sep M13	Oct M14	Nov M15	Dec M16	Jan M17	Feb M18	Mar M19	Apr M20	May M21	Jun M22	Jul M23	Aug M24	Sep M25	Oct M26	Nov M27	Dec M28	Jan M29	Feb M30

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Q3 2020	Q4 2020			Q1 2021			Q2 2021			Q3 2021			Q4 2021			Q1 2022			Q2 2022			Q3 2022			Q4 2022			Q1 2023	
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30

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														Sep M1	Oct M2	Nov M3	Dec M4	Jan M5	Feb M6	Mar M7	Apr M8	May M9	Jun M10	Jul M11	Aug M12	Sep M13	Oct M14	Nov M15	Dec M16	Jan M17	Feb M18	Mar M19	Apr M20	May M21	Jun M22	Jul M23	Aug M24	Sep M25	Oct M26	Nov M27	Dec M28	Jan M29	Feb M30

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														Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
														M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30

M28 M29 M30